



Guidelines for Preparing for Re-Occupancy

So that UBC workspaces and common areas can be used safely, it is important that campus users are provided with appropriate guidance. Plan Applicants should use the below guidance and resources to prepare their workspaces for the re-occupancy by their colleagues and create a consistent experience across campus.

Mandatory Training

Campus users must complete the mandatory online COVID-19 Infection Prevention in the Workplace training course available [here](#)¹.

Safety Plans

- Before re-occupancy, approved safety plans must be in place for the workspaces that will be used. These will lay out the plan for occupancy, traffic flow and hygiene instructions at the workspace and within the building to guide campus users upon their return.
- Plan Applicants are expected to lead the creation of a safety plan for their building, while local area supervisors are expected to create a workspace safety plan for their area. Campus users must familiarize themselves with the Safety Plans approved for their work area.

Resources

Signage templates and other useful materials are available and can be downloaded [here](#).

You will be supplied with appropriate decals and directional tape to apply to your workspace. Supplies can be requested from the Building Operations [Facilities Manager](#).

Approved signage

Displaying appropriate signage around workspaces will make it easier for inhabitants to follow re-occupancy guidelines. Use the approved signage being developed by EOC communications for your workspace.

- **Door signage:** If your workspace has multiple access doors, designate an “In” and “Out” door and affix signage accordingly.
- **Elevator signage:** should be displayed on each floor outlining the number of people able to use the elevator at one time. Capacity should be limited to the number of people able to maintain a 2m distance while in use – this could be only one person at a time.
- **Sink signage:** Each hand washing sink should have guidance for how to appropriately wash your hands.
- **Washroom signage:** Washroom capacity should be limited to a safe number of people, with occupancy guidance clearly displayed on the door and within the washroom. Where there are three or fewer stalls, only one person should access at any one time.
- **Shared space occupancy signage:** Capacity of shared spaces, like lunch, copy and mail rooms should be limited to allow for 2m distancing, this may mean that only one person can access the space at a time.

Workspaces

Direction of Travel

- In office spaces where one direction of travel can be assigned to hallways, assign a clockwise direction of travel using tape on floors for people to move around the office safely, otherwise practice walking on the right and yielding to oncoming traffic.
- For stairwells, practice walking on the right, if stairwells or hallways are not at least 2m wide, yield to oncoming traffic. If possible, designate separate stairwells for up and down circulation.

Offices

- Assume starting target of 25% of workers at any one time, based on dedicated workstations that are 2m apart throughout the space. Avoid workstation reassignment. Single offices will count toward the 25%.

¹ wpl.ubc.ca

- For open workspaces, maintain 2m distancing and consider movement around the workspace.
- Shared offices – assume 1 person per work interval unless the shared office is large enough to apply the 2m spacing.

Kitchen

- Use decals to enforce a minimum spacing of 2 meters, this may mean that only 1 person can access the kitchen at a time.
- Wash hands before and after using any equipment. Bring your own cup and containers from home.
- No sharing of kitchen dishware/utensils unless an adequate means of sanitization (e.g., dishwasher) is available.

Meeting Rooms

- Avoid meeting room use where possible; encourage meetings outside where 6-foot distancing can easily be applied.
- Every attempt should be made to continue use of video-conferencing tools
- See SRS guidelines on essential in person meetings/training

Movement around campus

- For walking on campus, keep to the right to create one-way pedestrian traffic on sidewalks. Sidewalks on campus are at least 2m wide leaving sufficient space for passing. Stay to the right of the sidewalk to allow others to pass, just like a multi-lane roadway with a slow and passing lane.

Work Vehicle

- One person per vehicle, unless the vehicle is large enough to maintain 2m between occupants. See SRS guidelines on use of vehicles [here](#).²

² <https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf>